

## How to Obtain Your Truman Scholarship Funds

Each Truman Scholar is responsible for computing his/her payment request, for submitting the request on the ***Payment Request Form***, and for providing all other required supporting documentation. A worksheet with instructions for completing the ***Payment Request Form*** is available on-line at <http://www.truman.gov/scholars/forms.asp>. The Scholar should retain the worksheet and not submit it with the payment request.

Scholars should count on a minimum of four weeks from submission of the completed ***Payment Request Form*** to receipt of payment provided all other documentation has been received (see below). Unless requested in writing and approved by the Foundation, the transfer of funds will occur no earlier than three weeks prior to the tuition and fees due date for which Foundation support is requested.

Supporting documentation consists of:

- ◆ ***Educational Expenses and Support Form (EESF)***. The completed ***EESF*** signed by an official from the Office of Financial Aid at the institution the Scholar will be attending must be submitted by the Scholar along with the first payment request of the academic year or with a payment request for summer study. A new ***EESF*** is not required for the second or third payment requests of the academic year;
- ◆ ***Truman Scholar Annual Report***. This report is due by July 15 for all Scholars who expect to receive support in the upcoming academic year or who have deferred their scholarship and expect to receive support in the future;
- ◆ An approved ***Graduate Study Proposal***. Payments for graduate study cannot be released until the Foundation has given written approval for the Scholar's Graduate Study Proposal;
- ◆ Current ***Academic Transcript***. The transcript must include courses and grades from the most recent year of academic study. It need not be official.
- ◆ Current ***Direct Deposit/EFT Enrollment & Change Form***. You must submit a new, completed EFT form if you have not submitted one within 18 months, or if your bank account information has changed.

Be sure to list the sources and purposes of all scholarships, fellowships, grants and loans that you will receive for **THIS TERM** (see Item 11). If you have more than five, list them on an additional sheet and attach to the payment request. Failure to list all awards or to notify the Foundation immediately of any additional awards may result in the loss of remaining Truman Scholarship funds and may make the Scholar subject to prosecution by the US Department of Justice.

**Original materials and FAX submissions:** The ***Payment Request Form*** must contain an original signature from the Scholar. Payment requests submitted by FAX will not be accepted. The ***EESF*** must contain a signature from a Financial Aid official. The annual report may be submitted by mail, FAX or e-mail [office@truman.gov].

**Deadline for Submitting Payment Requests:** Payment requests along with all required supporting documentation must be submitted before December 15 in the Fall and May 15 in the Spring.

**Privacy Act Statement:** The ***Privacy Act of 1974*** (PL 93-579) requires that you be given the following information in connection with this Payment Request:

- ◆ the authority for collecting this information is ***Public Law 93-642***;
- ◆ furnishing the information is voluntary. The information will be used primarily to determine payment of the scholarship award;
- ◆ other uses of the information are for statistical purposes;
- ◆ although you may choose not to supply the requested information, your payment request cannot be processed without it.

# TRUMAN SCHOLAR PAYMENT REQUEST FORM

## HARRY S. TRUMAN SCHOLARSHIP FOUNDATION (P.L. 93-642)

712 Jackson Place, NW / Washington, D.C. 20006 " (202) 395-4831 " FAX: (202) 395-6995 " office@truman.gov

1. Name \_\_\_\_\_ 2. Year Elected \_\_\_\_\_ 3. Date Annual Report submitted \_\_\_\_\_  
4. Payment for Academic Year \_\_\_\_\_ - \_\_\_\_\_ (e.g. 2000-2001) 5. Institution \_\_\_\_\_  
6. Institution operates on: Semesters Quarters Other \_\_\_\_\_ 6a. Request for Summer 200 \_\_\_\_\_  
7. Payment Request Number \_\_\_\_\_ (e.g. 1 of 2, if semesters) 8. Tuition/Fees Due Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(If Payment Request #1): You must attach a current transcript, completed *Educational Expenses and Support Form*, and *Direct Deposit/EFT Enrollment & Change Form\**.

(If Payment Request for Summer Study): You must attach a completed *Educational Expenses and Support Form*.

**\*NOTE:** You must submit a new EFT form if you have not submitted one in the last 18 months, or if your bank account information has changed.

9. Current Home Address and Telephone: \_\_\_\_\_ 9a. Address and Telephone at School: (if different from home) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

10. E-mail address: \_\_\_\_\_

11. Other Financial Aid: Initial if you will not receive any aid other than the Truman Scholarship for **THIS TERM** \_\_\_\_\_

Source(s) of Aid	Purpose(s) of Award or Loan (designation of funds, e.g. tuition/fees, room and board, undesignated, etc.)	Amount

12. Expenses for TERM	Amount	13. Payment Determination	Amount
a. Tuition		a. Total allowable expenses	
b. Fees		b. Total deductible support	
c. Books		c. Expenses eligible for payment	
d. Room and Board		d. Maximum annual payment	
e. TOTAL (a-d)		e. Previous payments this academic year	
f. Additional expenses		f. Payment request	

14. I certify that the figures given in Item 11 are true amounts paid for **THIS TERM** on my behalf by other organizations, and any differences in payments will be reported immediately to the Truman Scholarship Foundation. I agree to refund the payment to the Truman Scholarship Foundation if I withdraw from school before the end of the term. I certify that the figures given in Items 12 & 13 for **THIS TERM** are correct, and funds received will be utilized for the purposes specified in accordance with the provisions of the Truman Scholarship. I reaffirm my commitment to a career in public service defined as employment in: government, the uniformed services, public interest organizations, non-governmental research and/or educational institutions and non-profit organizations.

Signature of Truman Scholar \_\_\_\_\_ Date \_\_\_\_\_

### FOR FOUNDATION USE ONLY

Audited by:	Date	Payment Request Number:	Amount Approved: \$
Approved by:	Date	Appropriation: 95-X-8296-410 Document Number: PS	Total Payment for Year: \$